

**Department of Land Management
Building and Zoning Division**
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700
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TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
TOWN SUPERVISOR
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KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE	DATE
_____	_____

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST **CHANGE OF TENANCY (Permitted Use Only)* NO CONSTRUCTION**

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted**

*****Note: Please be advised additional documentation may be required by the Building Division*****

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS

- ☐ 5 copies of survey prepared by a licensed surveyor, illustrating proposed construction
- ☐ 3 sets of floor plans prepared by a licensed professional illustrating compliance with NYS building and Fire
 - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ [Building Permit Application \(original\)](#)
- ☐ 1 copy of principal structure Certificate of Occupancy (can be obtained for a fee from the Building Division)
- ☐ Complete [Building Permit Application \(original\)](#) for the Certificate of Commercial Compliance
- ☐ \$50.00 application fee

*****Note: Final Fees will be calculated at Front Desk at time of Submittal *****

Verification of Ownership or Authorization

- ☐ Original signed & notarized agent letter; if applicant is other than owner
- ☐ Copy of deed: if property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

*****Note: Documents **MUST** list name of member(s) that are authorizing the submittal of this application*****

*** Confirm if subject use is "Permitted" in the applicable zoning district as indicated by a "P" in the [Use Table](#)**